

**DELAWARE JUDICIARY**  
**NON-MERIT POSITION**  
**POSTING NUMBER – AOC0105N06**

**OPENING DATE:** 01/27/06

**CLOSING DATE:** 02/13/06

**JOB TITLE:** Human Resources Specialist III

**SALARY RANGE:** \$41,139 Min. - \$51,424 Mid. PG 15\*

**LOCATION:** Administrative Office of the Courts  
New Castle County Courthouse  
Wilmington

\*\*\*\*\*

\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**NATURE AND SCOPE:**

This position will be responsible for providing human resources assistance in a variety of areas to the Administrative Office of the Courts and organizations served by the Administrative Office. Work will include applicant services, recruitment, employee relations, employee benefits, and classification.

**MINIMUM QUALIFICATIONS:** Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will **result in a rating of "Not Qualified"**. (Resumes, transcripts, and training certificates may be included as supporting documentation. **Resumes may not be substituted for the application.**)

1. Possession of a Bachelor's degree OR a Human Resources Certification such as SHRM, IPMA or for current State of Delaware employees, the Office of Management and Budget human resources Certification.
2. At least two years of experience performing professional human resources functions such as benefits, job classification, compensation analysis, recruitment, or selection. Professional human resources experience includes applying human resources principals and practices; interpreting human resources laws, rules, regulations, standards, policies and procedures; analyzing human resources problems, developing alternatives, recommending and advising management on solutions
3. Experience in the interpretation of human resources laws, rules, regulations, standards, policies and procedures.
4. Experience in analyzing human resources problems, developing alternatives, recommending and advising management on solutions.

5. Experience in narrative report writing.
6. Knowledge of developing human resources policies and procedures.

**ADDITIONAL REQUIREMENT:** Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

**SPECIAL REQUIREMENT:** ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

**APPLICATIONS OBTAINED FROM AND RETURNED TO:**

ADMINISTRATIVE OFFICE OF THE COURTS  
500 N. KING STREET, SUITE 11600  
WILMINGTON, DE 19801

OR

Human Resource Management  
Employment Services  
401 Federal Street  
Suite 5  
Townsend Building  
Dover, DE 19901  
**[www.delawarestatejobs.com](http://www.delawarestatejobs.com)**.

Human Resource Management  
DTCC – Owens Campus  
Georgetown, DE 19947

Human Resource Management  
Employment Services  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

THE STATE OF DELAWARE  
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-2515) TO REQUEST AN AUXILIARY AID OR SERVICE.**

**FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://courts.state.de.us) .**